



March 20, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administrators
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO DELEGATE AUTHORITY TO THE DIRECTOR, DPSS,
TO SIGN AND ENTER INTO CONTRACTS WITH MOUNT SAN ANTONIO, CITRUS,
AND ANTELOPE VALLEY COLLEGES TO PROVIDE NEW EDUCATION AND
TRAINING PROGRAMS TO LIMITED AND NON-ENGLISH PROFICIENT
CALWORKS PARTICIPANTS UNDER THE "LIMITED ENGLISH PROFICIENT (LEP)
SMALL SCALE CONTRACTS AND IMMERSION PILOT PROGRAM"
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director, Department of Public Social Services (DPSS), to prepare and sign contracts substantially similar to the attached sample contract (Attachment A) with Mount San Antonio College, Citrus College and Antelope Valley College for the provision of education and training programs for limited and non-English proficient (LEP/NEP) CalWORKs participants. The contracts will be for a term commencing April 1, 2003, or one day after execution, whichever is later, and terminating June 30, 2003, at a total maximum cost of \$219,797 through the use of CalWORKs Performance Incentive funds approved by your Board for this purpose on June 26, 2002, and on March 4, 2003.
2. Delegate authority to the Director, DPSS, to negotiate, prepare and execute, after review and approval by the Chief Administrative Office (CAO) and County Counsel, an amendment to the contracts to extend services with Mount San Antonio, Citrus and Antelope Valley Colleges for the LEP Small Scale Contracts and Immersion Pilot Program through September 30, 2003, subject to the County retaining authority to roll over into FY 2003-04 Performance Incentive funds which are unspent as of June 30, 2003. If Performance Incentive funds will be unavailable in FY 2003-04, the amendment will not take effect.

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3. Delegate authority to the Director, DPSS to prepare and sign amendments to the contracts for any increases or decreases of no more than ten percent (10%) of the total contract amount when the change is necessitated by additional and necessary services that are required for the contractors to comply with changes in federal, State, or County requirements. The approval of County Counsel and the CAO will be obtained prior to executing such amendments and the Director will notify the CAO in writing within ten (10) business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 26, 2002, your Board allocated \$1,438,000 in CalWORKs Performance Incentive funds for FY 2002-03 for the development of the Limited English Proficient (LEP) Small Scale Contracts and Immersion Pilot Project. An additional \$500,000 in CalWORKs Performance Incentive funds was approved for this purpose by your Board on March 4, 2003, which increased the total amount to \$1,938,000.

In addition to sole source contracts with Mount San Antonio, Citrus and Antelope Valley Colleges, the Internal Services Department (ISD) will issue purchase orders with 21 other public educational institutions which were selected through the Invitation for Bid (IFB) process.

The CalWORKs Education Training and Job Creation Partnership (CWETJCP) Steering Committee found that the educational and training needs of the limited and non-English proficient CalWORKs population are not adequately met in Los Angeles County and recommended that new programs be developed to fill this gap.

The proposed small scale contracts with public educational institutions will result in the development of new and innovative vocational/education training programs needed for LEP and NEP CalWORKs participants to assist them in obtaining and retaining employment. DPSS expects that where successful programs are created, the organizations will maintain ongoing funding through their normal process.

Consistent with your Board's June 26, 2002 and March 4, 2003 actions, these programs will be funded through June 30, 2003, but can be extended until September 30, 2003, subject to the County retaining authority to roll over into FY 2003-04 Performance Incentive funds which are unspent as of June 30, 2003.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions are consistent with the principles of the Countywide Strategic Plan, particularly in the areas of Goal 1: Service Excellence and Goal 5: Children and Families' Well-Being as measured by achievement of the five outcome areas (good health; economic well-being; safety and survival; emotional and social well-being; education/workforce readiness) adopted by the Board.

FISCAL IMPACT/FINANCING

The maximum contract amount for the Limited English Proficiency Small Scale Contracts is \$1,938,000, which is included in the Department's FY 2002-03 Adopted Budget.

The maximum contract amount for each of the three colleges is: Mount San Antonio College, \$90,000; Citrus College, \$57,797; and Antelope Valley College, \$72,000. The remaining \$1,718,203 approved to fund LEP/NEP services will be used through the ISD purchase order process to contract with the other 21 schools.

The County shall not have an obligation to pay for any services provided by any contractor after June 30, 2003 pursuant to these recommendations, unless and until the Director of Public Social Services and the Chief Administrative Office provide written certification to the contractor that Performance Incentive funds are available for such services in FY 2003-04. If Performance Incentive funds are not available in FY 2003-04, the contracts will be terminated on June 30, 2003. The contracts will be funded exclusively with CalWORKs Performance Incentive funds. Therefore, there is no net County cost impact. Attachment B provides the breakdown of the proposed individual contract maximum amount for each school.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Contracts awarded for this project will commence on April 1, 2003 or one day after execution, whichever is later, and will be funded through June 30, 2003, but can be extended until September 30, 2003, subject to the County retaining authority to roll over into FY 2003-04 Performance Incentive funds which are unspent as of June 30, 2003. The contracts with Mount San Antonio, Citrus and Antelope Valley Colleges will not exceed \$99,000, respectively.

The contracts include language delegating authority to the Director, DPSS, to amend contract costs up to ten percent (10%) of the contract amount. The total amount budgeted for the program will not be exceeded, but should a school not be able to participate, the delegated authority will allow the Department the flexibility to redistribute the unused funds to participating schools.

In addition to the three public educational institutions with which DPSS will contract directly, some proposals were solicited by ISD through the IFB process, and ISD will use the purchase order vehicle to contract with the other 21 schools. Attachment B provides, by Supervisorial District, the name of all educational institutions, training programs and costs.

The County's Living Wage Ordinance does not apply as these are non-Prop A contracts.

The contractors are in compliance with the jury service program.

The attached sample contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

An IFB for the procurement of services was released by ISD on November 14, 2002. The closing date for the submission of bids by prospective contractors was December 31, 2002.

Subsequent to the IFB process, we determined the need for additional programs in areas for which we had not received proposals. DPSS has worked with educational providers to develop the needed programs and will enter into sole-source contracts with Antelope Valley College, Citrus College and Mount San Antonio College. State regulations allow counties to enter into procurement by negotiation with public educational institutions without a formal bidding process. The contracts do not provide for cost-of-living adjustments. As these are actual cost contracts, any increase in cost will be reflected in the quarterly reconciliation invoices. However, the contracts state that the County will not be liable for payments that would exceed the contract maximum.

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IMPACT ON CURRENT SERVICES

These contracts will provide LEP/NEP CalWORKs participants with educational opportunities and training services needed to successfully compete for jobs in the labor market. Further, it is expected that these training opportunities will allow LEP/NEP CalWORKs participants to obtain and retain employment in the industries upon which their training is focused.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:dy

Attachments

c: Executive Officer, Board of Supervisors
Chief Administrative Officer
County Counsel